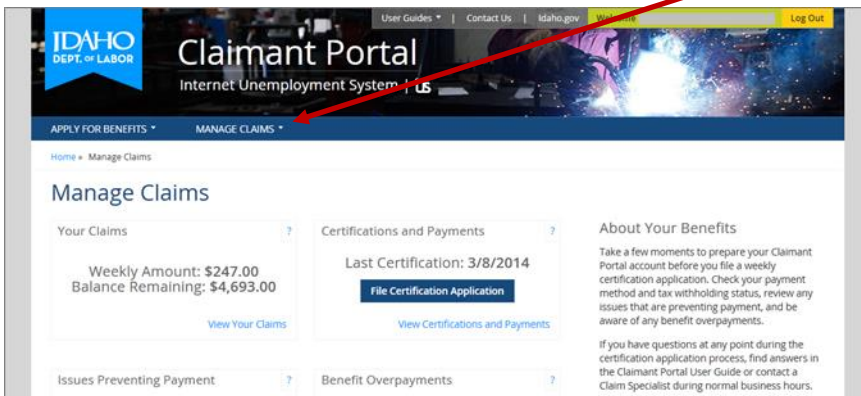# Claimant Portal: Guide to Filing Weekly Certifications
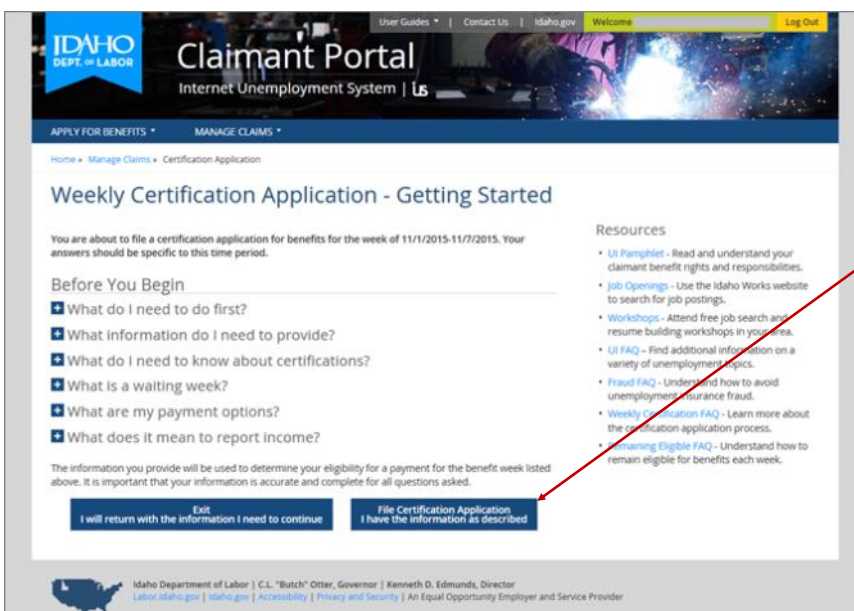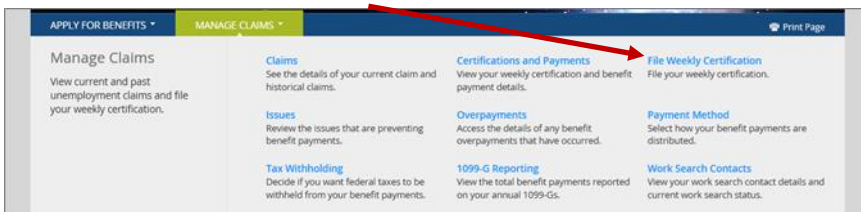
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**FIRST – you need to apply for unemployment insurance benefits on the Claimant Portal.** *Claimant Portal is the system for filing and managing unemployment insurance claims.* Account login information and PINs from previous systems are no longer valid and cannot be used to log in to Claimant Portal.

Click here for the *Claimant Portal User Registration Guide*

Once you log in to the Claimant Portal, click on *MANAGE CLAIMS*.



Click on *File Weekly Certification*.





This screen will tell you what information is required to file a certification. If you have all of your information, click *File Certification Application*.

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**STEP 1:** For each question, select the applicable answer that best describes your availability for the week. Click *Next.*



**STEP 2:** For each question, select the applicable answer that best describes your income for the week. Click *Next.*

**STEP 3:** Click on *Add Work Search Contact. (*If your Work Search Status is **Employer Attached**, **Union Attached** or **In Training**, you will not see this screen. Instead, you will skip straight to the *Submit* screen.)



To add your work search contacts, click on *Add Work Search Contact* button. Select how you contacted the employer from the list below the button.



Depending on how you contacted the employer, you will be asked for specific information. Enter all fields marked with a *.



When you are finished filling in the form, click *Save Contact.*

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Click *Add Work Search Contact* again to add more contacts. You are required to make two work search contacts per week.

Continue the process again to enter your second work search contact. Once you have entered all your contacts, click **Next**.

**STEP 4:** Review the statements on the screen pictured below. Check the *I agree* boxes, then click *Submit Certification Application.*



When the *Weekly Certification Application Complete* screen appears, it means you are done.